



Records

<http://www.epa.gov/records/whatis/index.htm>
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What is a Record?

Each employee must determine if the documentary materials they create, use or maintain are **official records**, **non-records** or **personal papers**. To determine the record status of the materials, click "Begin."

[Begin](#)

This Interactive Q&A is adapted from the ["What is a Record?" poster \(PDF\)](#) (1 pg, 22K, [about PDF](#)).